



Office of Solid Waste Reduction and Recycling FY14 Solid Waste Reduction & Recycling Grant Application Instructions

DHEC's Office of Solid Waste Reduction and Recycling (Office) is accepting applications from South Carolina local governments and regions for the implementation or expansion of waste reduction and/or recycling projects.

A local government is a county, any municipality located wholly or partly within the county, and any other political subdivision that provides solid waste management services. A region is a group of counties that has submitted a regional solid waste management plan to the department.

Submittal Instructions

Requests should be submitted electronically. If electronic submittal presents a problem, please contact this office for other available options.

Requests must be received by the Office no later than 5 p.m. (EDT) Friday, May 3, 2013.

Requests should be submitted in a Word format.

Requests received after the deadline will not be considered.

Incomplete submittals will not be considered. All questions must be thoroughly answered.

Fax copies will not be considered.

Electronic submittals **should be e-mailed to** swgrants@dhec.sc.gov

Note: If e-mail presents a problem, please contact this office for other available options.

Please refer to Grant Guidelines for eligibility requirements.

For additional information, please contact Tina Lindler at 803-896-4235 or Jana White at 803-896-4221

NOTE: This offering does not commit DHEC to award a grant, to pay any cost incurred in the preparation of the application, or to procure or contract for articles of goods or services. DHEC reserves the right to accept or reject any or all applications received as a result of this offering, or to cancel in part or in its entirety this offering if it is in the best interest of the State to do so.

Solid Waste Reduction and Recycling Grant Program

Grant Goal: The purpose of the Solid Waste Reduction and Recycling Grant program is to assist local governments and regions in their efforts to achieve the recommended state municipal solid waste (MSW) recycling goal of 40 percent, and achieve the recommended MSW disposal goal of 3.25 lbs or less per person per day.

Review and Award Process: A panel made up of staff and solid waste professionals will review grant requests. The panel will assign points to each grant request based on responses to the questions. Grant requests will then be ranked and funding recommendations made according to ranking.

Funding recommendations will be made to the State Solid Waste Advisory Council (SWAC) for final approval. Grant offers will be made in writing to the applicants. All E-Scrap/Recycling Options Grants will have an ending date of June 30, 2014 and all Increased Collection Grants will have an ending date of June 30, 2015.

Increased Collection Grants will be awarded on an extremely competitive basis, to applicants that can demonstrate a measurable impact to the recycling rate.

Awards in more than one category will be considered, as funding is available. Applicants requesting an Increased Collection Grant should consider submitting an alternative proposal in the E-Scrap/Recycling Options category. The Office anticipates awarding no more than two (2) Increased Collection Grants.

FY14 Program Categories

Recycling Options Category

E-Scrap Recycling Contractor Costs

Anticipated Maximum Award: \$0.14 (14 cents) per capita for electronics recycling contractor costs.

General Recycling Options Category

Anticipated Award Maximums: \$5,000 per applicant for general recycling expenses.

Grant ending date: June 30, 2014

Increased Collection Category

Maximum Award: Up to \$40,000 per applicant; The Office anticipates awarding no more than two (2) Increased Collection Grants.

Grant ending date: June 30, 2015.

Grant Guidelines

FY13 Solid Waste Reduction and Recycling Grant Program

1. The Office must receive one electronic copy no later than **5 p.m. (EDT) Friday, May 3, 2013**. Applications received after the deadline will not be considered. Faxed or incomplete grant applications will not be considered. If electronic submittal presents a problem, please contact the Office for other available options.
2. Solid Waste Grants are made available to any local government in the State of South Carolina that provides solid waste services; any region that has submitted to DHEC a regional solid waste management plan; or any eligible local government that applies on behalf of an informal region comprised of eligible local governments provided they include a signed Memorandum of Agreement between the local governments designating them to administer the funds.

3. Grants shall not be provided to any local government or region that has not demonstrated a good faith effort to meet the requirements of both the S.C. Solid Waste Policy and Management Act of 1991 and the South Carolina Manufacturer Responsibility and Consumer Convenience Information Technology Equipment Collection and Recovery Act.
4. Local governments and regions must have submitted the appropriate reports as required by the S.C. Solid Waste Policy and Management Act of 1991, to include a complete Solid Waste Management Plan, an annual solid waste management progress report, and full-cost disclosure documentation as required.
5. Priority for funding will be given to Regional grant requests.
6. Grants will not be provided for projects that are not consistent with the state or local solid waste management plan.
7. Grant requests will be reviewed by DHEC staff and solid waste professionals. Points will be assigned to each grant request based on responses to questions. Grant requests will be ranked and recommendations presented to the SWAC for final approval.
8. Aggrieved parties may apply within 30 days of the decision to the SWAC for a review of that decision. Within 45 days of the original grant decision, the Office will inform the aggrieved party of the hearing date, place and time. Within 60 days of the original grant decision, the SWAC shall render a final decision.
9. All E-Scrap/Recycling Options Grants will have an ending date of June 30, 2014 and all Increased Collection Grants will have an ending date of June 30, 2015.
10. The applicant must be able to provide documentation of ownership or present a signed lease agreement for any land that may be used in conjunction with the project proposed.
11. Activities undertaken to fulfill the requirements of the grant must be performed in compliance with federal, state and local regulations.
12. The Grantee shall not provide any DHEC grant funds to private sector recycling programs unless specifically contracting for goods or services.
13. All grants shall be construed and enforced in accordance with the laws of the State of South Carolina.
14. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to activities carried out under this grant program on the grounds of race, age, health status, handicap, color, sex, religion, or national origin.
15. DHEC reserves the right to offer funding in the grant instrument for goods or services that differ from the description provided in the grant request.

Category 1: Recycling Options Application

Project Sub-Goal for E-Scrap Recycling Contractor Costs: To reimburse local governments for expenses paid to contractors for the recycling of electronic materials. **Anticipated Budget:** \$0.14 (14 cents) per capita for electronics recycling contractor costs.

Project Sub-Goal for General Recycling Options: To reimburse local governments for costs associated with the implementation or expansion of recycling programs.

Projects/Items considered include: purchase of equipment, performance of site preparation and development and/or implementation of promotional/educational programs to support recycling, waste reduction and composting in schools, homes and businesses. **Anticipated Budget:** Up to \$5,000 per applicant for expenses **other than** electronics recycling contractor costs.

Application Requirements

Requests must be received by the Office no later than 5 p.m. (EDT) Friday, May 3, 2013.

Responses to the items below will be used to assign point values to all applications. Grant recommendations will be made based on a ranking by point value. Responses must be numbered 1 through 17 and addressed in numerical order. Incomplete applications will not be considered.

General Information:

1. Provide the Local Government name.
2. Provide names, addresses, phone numbers, fax numbers and email addresses for the project manager, Finance Director, and authorized representative (i.e. City/County Manager or Administrator).

Project Description Point Value: (0 to 35)

3. Describe the overall project for which you are requesting funds.
4. Identify the targeted commodity/commodities, e.g., glass, cardboard, electronics, etc.
5. Describe the targeted source(s) of the materials: residences, schools, businesses, multi-family housing, commercial, institutions, government offices/agencies, etc.
6. Describe where the material is currently going and where the material will be going.
7. Describe how the materials will be collected, transported and marketed.
8. Provide a list of potential vendors for the materials.
9. Describe all outreach/educational activities that will be undertaken to promote the proposed project.

Project Benefit: Point Value (0 to 40)

10. Describe the amount of targeted material currently being collected from the targeted source.
11. Describe the estimated increase or improvement expected as a result of the grant.
12. Explain how you arrived at this estimate.

Regionalization Point Value: (0 to 10)

13. If this is a regional application, provide an explanation of the participating counties/local governments current recycling program for all targeted materials.
14. Describe the benefits of a regional approach to this project.
15. Provide an estimate of the amount of material you anticipate receiving from the other participants and your local government program.

Budget/Cost Justification Point Value: (0 to 15)

16. Provide a detailed budget for the project including grant funds requested, matching funds available, in-kind contributions and any other contributions.
17. Describe how this project will be funded in the future.

Category 2: Increased Collection Application

Project Sub-Goal: Local governments may request funding for the implementation of an Innovative Recycling Program, a Hospitality/Tourism program, or a Curbside Recycling program. Priority will be given to new and innovative recycling programs. **Expenses Considered:** Equipment and supplies such as containers, balers, buildings, concrete pads, etc.; Infrastructure and site improvements for transporting and sorting materials for market.

Budget: Up to \$40,000 per applicant. The Office anticipates awarding no more than two (2) Increased Collection Grants.

Application Requirements

Requests must be received by the Office no later than 5 p.m. (EDT) Friday, May 3, 2013.

Responses to the items below will be used to assign point values to all applications. Grant recommendations will be made based on a ranking by point value. Responses must be numbered 1 through 25 and addressed in numerical order. Incomplete applications will not be considered.

General Information:

1. Provide Local Government name.
2. Provide name, address, phone number, fax number and email address for project manager, Finance Director, and authorized representative (i.e. County Manager or Administrator).

Project Description: Point Value: (0 to 30)

3. Provide a description of the project for which you are requesting funds.
4. Identify the targeted commodity.
5. Describe the targeted source(s) for the materials: other local governments, residences, schools, businesses, multi-family housing, commercial, institutions, government offices/agencies, etc.
6. Is this a new project? Are these materials currently being collected?
7. Describe what is currently happening with the materials and where the materials are currently going.
8. Describe how the materials will be collected, transported, stored and marketed.
9. Provide a list of potential vendors for the materials.
10. Describe the equipment used including any that will be purchased with grant funds.
11. Describe all outreach/educational activities that will be undertaken to promote the project.

Project Benefit: Point Value: (0 to 35)

12. Explain how the project will benefit the quality or increase the quantity of material collected, or otherwise impact the efficiencies of your facility.
13. Describe the amount of targeted material currently being collected.
14. Describe the estimated increase expected as a result of the grant.
15. Explain how you arrived at this estimate.

Innovation: Point Value: (0 to 15)

16. Explain how the project is innovative as compared to a more traditional recycling approach.
17. Explain how the innovation benefits the program.
18. Explain how the information gathered from this project will be shared with other local governments, i.e., lessons learned, etc.

Regionalization: Point Value: (0 to 10)

19. If this is a regional application, provide an explanation of the participating counties/municipalities current recycling program for all materials.
20. Describe the benefits of a regional approach to this project.
21. Provide an estimate of the amount of material you anticipate receiving from the other participants.
22. Describe any revenue and cost sharing with the other counties/local governments.

Budget/Cost Justification: Point value: (0 to 10)

23. Provide a detailed budget for the project, including grant funds requested, matching funds available, in-kind contributions and any other contributions.
24. Include a detailed explanation of each item listed in the budget.
25. Describe how this project will be funded in the future.